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ABSTRACT

This second of two guides on Netscape Communicator 4.5 contains six lessons on advanced searches, multimedia, and composing a World Wide Web page. Lesson 1 is a review of the Navigator window, toolbars, and menus. Lesson 2 covers AltaVista's advanced search tips, searching for information excluding certain text, and advanced and nested Boolean expressions. Lesson 3 addresses protocols: other forms for uniform resource locators, file transfer protocol, Gopher, news, and mailto protocols. Lesson 4 discusses multimedia and two groups of multimedia players that work with Netscape--external viewers and plug-ins. Lesson 5 covers viewing simple documents through Adobe Acrobat Reader. Lesson 6, which provides material on creating a basic home page through the Communicator Composer component, details the following: the Composer window; creating a basic home page; adding background color, graphics, graphic bullets, and hyperlinks to the page; creating targets on the home page; viewing a document in the Netscape Navigator browser; adding hyperlinks to link to remote sites and to link other sites to one's home page; and linking other pages to one's home page. (YLB)

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The Center for Vocational Education
Professional Personnel Development

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Netscape Communicator 4.5
Volume II: Beyond the Basics
Advanced Searches, Multimedia, and Composing a Web Page

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C. Wichowski

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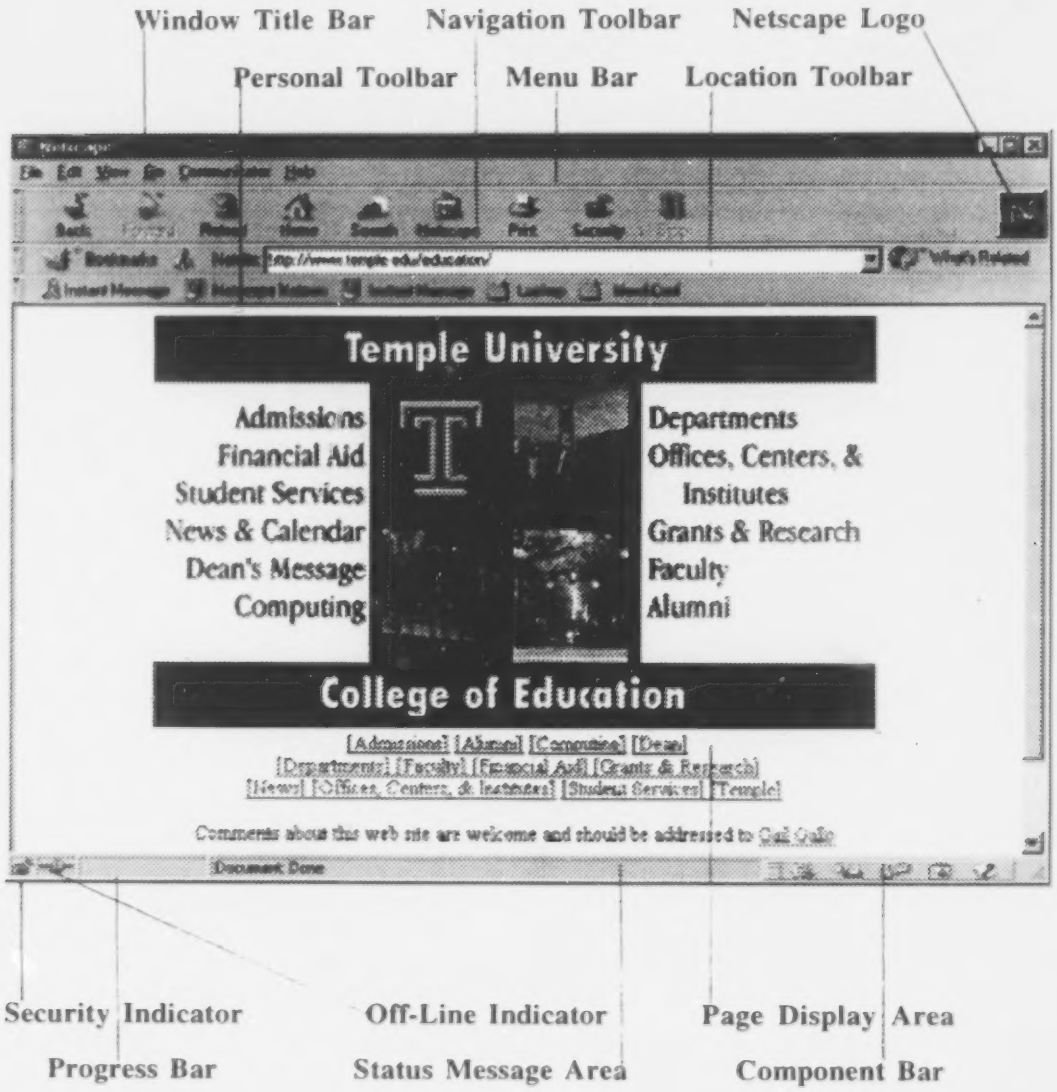
Lesson One: Reviewing The Navigator Window



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Navigator Toolbars and Menus

The Navigator window for Netscape Communicator version 4.5 includes the following toolbars and functions:

Window Title Bar — Displays the title of the Web page being viewed.

Menu Bar — Menus containing all of Communicator's tools.

- **File Menu**. For manipulating files.
- **Edit Menu.** Basic file editing tools and preferences to change the appearance of Communicator and to set up e-mail information.
- **View Menu**. Options to change the manner in which Netscape pages are viewed.
- **Go Menu**. Tools to navigate the Web.
- **Communicator Menu.** To select and open different Communicator components.
- **Help menu**. For help.

Navigation Toolbar — Contains the most frequently used menu items.

- **Back.** Jump back to the previous selection.
- **Forward.** Jump forward to the next page or document.
- **Reload.** Refresh the currently loaded document.
- **Home.** Return to the default startup page.
- **Search.** Opens a page where you can search for information on the Web.
- **Netscape.** Click this button to create a personalized start page for Communicator through Netscape's portal Web site, Netcenter.
- **Print.** Print the current document.
- **Security.** Displays information about Communicator's security features.
- **Stop.** Cancels the process of loading an incoming document.

Navigation Toolbars and Menus (Con't)

Netscape Logo	Animation of shooting stars to indicate that a page transfer is in progress. The logo also acts as a direct link to the Netscape Web site after it is selected.
Location Toolbar	Indicates the address of the page currently viewed. Invites one to enter addresses of new pages to open.
Personal Toolbar	Your own customizable toolbar. This toolbar is not yet available with the Macintosh version of Netscape.
Page Display	The largest portion of the Netscape window displaying Web pages.
Security Indicator	Provides information about the page's security status.
Progress Bar	Displays the percentage of a document transfer.
Status Message Area	Displays information about a document as it is being downloaded from a server to your browser. After a document is loaded in the page display area, a message indicating **Document Done** will appear. If a particular link is highlighted with the mouse, the address of the selected site will be viewed here.
Off-line Indicator	Switches between on-line and off-line mode. If your ISP recommends the IMAP protocol for e-mail, the off-line feature will enable you to download and read e-mail while disconnected from the Internet.
Component Bar	Gives access to the most commonly used components which make up the Netscape Communicator program. The components include: Navigator, Messenger's Mailbox, Messenger's address book, and Composer.

Lesson Two: Advanced Search

The use of basic search engines satisfy the needs of most Internet searchers. AltaVista's Advanced Search form is worth learning due to the extra resources it offers. AltaVista uses the same rules as the Basic Search for several search-related activities such as : defining words and phrases, wild cards, capitalization, and field searching.

The rules in the Advanced search form differ slightly from the Basic. Rather than using (+) and (-) signs, you will use traditional Boolean operators: OR, NOT, AND, and NEAR.

The following is a listing of resources offered by AltaVista's ***Advanced Search Feature*** that are not offered in Basic:

- **Proximity Search.** The term **NEAR** will find terms that appear within ten words of each other. "Leonardo da Vinci " NEAR biography
- **Nested Search.** More complex queries can be crafted by grouping search words and phrases in parentheses. science AND (museum OR fair*)
- **Date Search.** You can specify a range of dates to restrict your search to a particular time period.
- **Keyword weighting**. Certain keywords can be designated as more important than others so that documents containing the words will be listed first in the search results.
- **Expanded Results.** Search results are no longer limited to 200 hits as found in the Basic Search.

AltaVista's Advanced Search Tips

The following serves as a guide to advanced search techniques.

Scheme 1: To find documents through the use of a Plain-English question
Action: Type the question in a smaller search box.
Example: **What is the date of Columbus day?**
Result: The Virgin Islands will not be included in any documents.

Scheme 2: To find documents that exclude certain text
Action: Type the Words AND and NOT between the search terms
Example: Islands **AND NOT** Virgin
Result: The Virgin Islands will not be included in any documents.

Scheme 3: To find documents to include either of two terms on the same page.
Action: Type the word OR between both terms.
Example: Learning **OR** Education
Result: Searches for documents containing the words learning or education

Scheme 4: To find documents containing all of the specified words or phrases.
Action: Type the word AND between the search terms.
Example: Mary **AND** Lamb
Result: Finds documents with both the words Mary and Lamb.

Scheme 5: To find documents containing both specified words or phrases within 10 words of each other **(Proximity Search)**.
Action: Type the word NEAR between the search terms.
Example: Mary **NEAR** Lamb
Result: Documents related to the nursery rhyme would most likely occur rather than religious or Christmas related themes.

Scheme 6: To find a specific phrase
Action: Place quotes between the phrase
Example: "Collaborative Teaching"
Result: Finds documents that contain the phrase Collaborative teaching.

Scheme 7: To find all **forms** of the same word
Action: Type two asterisks ** after the word
Example: Weld**
Result: Will yield words such as weld, welder, welding, welded, welds

Scheme 8: To find items with the same prefix
Action: Type an asterisk * after the prefix
Example: Comput*
Result: Searches for topics such as computer, computing, and compute.

Scheme 9: To group multiple expressions to form a more complex query **(Nested)**
Action: Encase words and phrases in brackets
Example: "Summer Programs" (Philadelphia OR Phila OR "New Jersey" OR NJ)
Result: Summer programs will be found in Philadelphia as well as New Jersey

Scheme 10: To find documents within a range of dates **(Date Search)**
Action: Type the range of dates you want to search in the to and from boxes.
Example: Use the form DD/MM/YY.
Result: Will list only the documents created within the range of dates entered.

Scheme 11: To search for documents within the search engine field **(Field Search)**
Action: Preface a word or phrase with the word text or title
Example 1: text: "training materials for educators"
Result 1: Searches for the text in the body of the Web page
Example 2: title: "Resources for Educators"
Result 2: Searches for text that is part of the title

Scheme 12: Specify certain keywords to be more important than others so that documents containing those words are listed first in the search results **(Keyword Weighting)**
Action: In the smaller search box on the Advanced search form, type in a word or phrase that is to be given the greatest weight. In the larger search box, type a word or phrase.
Example: In the smaller search box, type Temple. In the larger search box, type "summer programs" and (Temple OR Rutgers)
Result: All of the summer programs offered at Temple or Rutgers will be searched with Temple listed first in the search results.

Searching for Information Excluding Certain Text

AltaVisa's Basic Search form supports use of (+) and (-) signs in order to include and exclude text. The Advanced search form will not support these conventions. Instead, use the word **AND** to include text and the words **AND NOT** to exclude text.

Hands-On Hands-On Activity	Description
1. Go to the AltaVista search engine and select the ***Advanced*** link located to the far right of the input window.	Loads the Advanced Search form.
2. Click in the **Search the Web** field and type the following phrase: ***Virus AND NOT computer***	Searches for documents containing the word virus and not computer

Advanced Boolean Expressions

You can be extremely creative with the use of Boolean expressions in a search. Do not be alarmed if your phrase does not yield the desired results. Getting good results through the use of these expressions takes much time, practice, and patience. Do not be concerned if you sense that the expression you typed is incorrect. If it is wrong, AltaVista will display ***syntax error***. Examine your work and simply try again.

Scenario: You wish to find information about courses or training in Vocational Education.

Hands-On Hands-On Activity	Description
1. Return to the AltaVista page.	Selects the AltaVista Search Engine.
2. Click on advanced search button located to the right of the input screen	Activates Advanced Search Field.
3. In the Boolean Expression field, type **(training OR courses) AND "Vocational Education"**	The Boolean expression will find all documents containing training or courses for vocational education.
4. In the upper Search box, type **computers**	This step orders the document so that computers appear at the top of the results.

Challenge: Try an advanced search for information relative to your own occupational specialty.

Nested Boolean Expressions

More complex queries can be accepted by grouping words and phrases in parentheses.

Scenario: You are trying to list mystery authors having produced bestsellers

Hands-On Activity:	**Description:**
1. Return to the AltaVista Search Engine Advanced form.	Invokes the advanced search feature menu.
2. In the larger Boolean expression window, type the following: ***(mystery NEAR (author OR novelist)) AND bestseller***	AltaVista will look for mystery authors or novelists producing bestsellers.

Scenario: You are a computer aided drafter looking for information dealing with resources; training or learning for the profession. The following hands-on activity may help.

Hands-On Activity:	**Description:**
1. Go to the AltaVista Search Engine and select **Advanced**.	Invokes the advanced search feature menu.
2. In the larger Boolean expression window, type the following: ***(resources OR training OR learning) AND (drafting OR "computer-aided design")***	AltaVista will look for anything dealing with resources, training, and learning for drafting or computer-aided designers.
3. In the upper-window, type ***"computer-aided design"***	Weight will be placed on this causing instances of computer-aided design to be listed first.

Lesson Three: Protocols

Other forms for URL's

HTTP is a protocol which was investigated in Part I, The Basic Functions of Netscape Communicator. This protocol, normally viewed in the location toolbar, is used to load and read Web pages. Protocols, other than HTTP may be used to link to other resources on the Internet.

- **FTP://** (file transfer protocol) - connects to computers containing software that you can access and download to your local computer.
- **Gopher://** - connects to gopher servers to read text-based information through simple menu-based structure.
- **Telnet://** - method of establishing a direct connection from one computer to another host computer on the internet. A user id and password is usually required to connect to the host computer.
- **News:** - to connect to news servers.
- **Mailto:** - to send e-mail to another user.

Like HTTP, most of the protocols end with a colon and double slashes which mean that we are connecting to another computer to retrieve information. The double slashes are omitted for the News and Mailto protocols since they do not connect to another computer.

FTP

Netscape Navigator also acts as an FTP client permitting you to connect to other computers (FTP sites) dedicated to storing files to download to your local computer. The required log-in id and password is usually bypassed when connecting to an FTP site through the Navigator browser . Users are automatically connected anonymously. The following site is an example of how ftp sites appear through Netscape. The site also provides good online documentation and provides instructions for logging onto their site outside of a Web browser.

Hands-on Hands-On Activity:	**Description:**
1. Click in the **Location toolbar** and type: ***ftp://garbo.uwasa.fi***	Connects you to the Garbo Archive anonymously. Lists files for downloading in a text-based format.
2. Read the online documentation.	Displays instructions for logging onto their ftp site outside of Netscape. Provides information on how to connect to their server through a Web browser. Also lists files and directories storing applications that you may select to download to your local computer.

Note: Double clicking on the title of a file will download the application to your local hard drive.

3. Click on ***You can log to Garbo*** by ***http://garbo.uwasa.fi***	Graphically lists available files for downloading.
4. Select a directory for your computer's operating system.	Lists all of the sub-directories containing files relative to your computer's OS.
5. Select a sub directory that may contain material of interest to you. Select an index.txt file.	List description of software available for downloading.
6. From the toolbar, click the **Back Button**.	Return to the list of files.
7. Click on a file of interest. In the **Save As** dialog box, select desktop.	Prepares the file to be downloaded and saved to your computer desktop.
8. Click ***Save***.	Saves the file to the desktop.

Helpful Hint: Most files that are downloaded through the Internet are compressed so that they do not take up too much space on the server and to decrease downloading time. Most Windows related software contain ***.EXE*** file extensions. These files are self extracting and will decompress automatically. Other compressed files contain ***.ZIP*** extensions requiring a freeware utility called WinZip. Freeware utilities can be downloaded through the Internet. Payment for the product is usually required after a trial period. Always read the on line documentation for purchase and payment information.

Gopher

Gopher is a text based system offering information. Gopher does not include graphics and sound. This URL is not frequently used since the World Wide Web is replacing Gopher services.

Hands-on Hands-On Activity:	Description:
1. Click in the **Location toolbar** and type: ***gopher://gopher.usc.edu***	Opens the Gopher server at the University of Southern California.

Telnet

Telnet is another protocol enabling you to log into another computer through Netscape Navigator. A computer user id and password is usually required. If you have a user id and password on another computer system, try the following hands-on activity.

Hands-on Hands-On Activity:	Description:
1. Click in the **Location toolbar** and type: ***telnet://enter the hostname of your computer.***	Connects you to your computer with a login id and password prompt.
2. Enter your assigned login id and password.	Logs you into your computer and places you at the home directory.

The News and Mailto Protocols

The News and Mailto URLS operate under Netscape's Messenger component precluding the use of double slashes within the URL. In order to send mail and view newsgroups, you must first set up these features through the edit, preferences menu. You will notice that the URL will return an error message if these features have not been properly configured.

News

Entering News along with the address of a newsgroup will open the Messenger component of Communicator which lists the contents of the news group.
In order to gain access to a news server, you must specify the address of the server in Netscape Preferences. If you do not know your news server address, contact your ISP or system's administrator.

Hands-on Hands-On Activity:	Description:
1. Click in the **Location toolbar** and type: ***news:news.announce.newsusers***	Displays the contents of the announcements to new users newsgroup.
2. From the left column, select ***news.announce.newusers***. Click ***Get Messages*** button from the upper toolbar.	Retrieves messages into Messenger window.

Setting up a News Group through Netscape Preferences

Hands-on Hands-On Activity:	Description:
1. From the select **Preferences** from the **Edit** menu.	

2. Click on the + sign to the left of Mail and Newsgroups.	Opens mail and newsgroups submenus.
3. Select ***Newsgroups Servers***.	Opens a Newsgroup servers window to specify a server for reading newsgroups.
4. In **Newsgroups Servers** window, click ***Add***. Type the name of the news server supplied by your ISP or system's administrator.	
5. While the name of the news server is highlighted, click ***Set as Default*** button.	The news server is selected to be the default server.
6. Click ***OK***	

Mailto

Entering the **Mailto** URL along with an e-mail address will open the Messenger Component of Communicator. A window to input a message will appear with the e-mail address specified in the URL. This feature may be used after you have configured Netscape Communicator to handle your e-mail through the Preferences dialog box. If you have configured Netscape to send and read e-mail, you may complete the following activity.

Hands-on Hands-On Activity:	**Description:**
1. Click in the **Location toolbar** and type: ***mailto:enter a friend's e-mail. address***	Launches Messenger for the purpose of entering an e-mail message to the specified address.

Note: Your ISP or System's Administrator will give you the necessary information to input into the Preferences dialog box for e-mail configuration.

Lesson Four: Multimedia

What is Multimedia?

Multimedia is electronic data other than text. Multimedia on the Web usually refers to files that employ action such as audio and video.

In order to play video and run movies, Navigator needs a little help from other programs which are called **players**. Since video comes in different file formats such as QuickTme, MPEG, and Video for Windows, a different type of player is required to open the files.

The two basic groups of multimedia players that work with Netscape are **external viewers** and **plugins**.

What are External viewers?

Externel viewers, also known as helper applications, will open a file type that is not supported by Netscape Navigator such as word-processing and spreadsheet files. When you encounter these documents on the Web, the word-processing or spreadsheet application installed on your local hard drive will act as an external viewer. If a link pointing to a spreadsheet is selected, your locally installed spreadsheet program will open and display the file.

Hands-On Activity	Description
1. From the **Menu bar**, select ***Edit***. Select ***Preferences***	Opens the Preferences dialog box.
2. Position mouse on right triangle button next to Navigator and click.	Toggle triangle to down position to display Navigator setup selections.
3. Select ***Applications***	Lists helper applications for different file types.
4. Scroll down until Text Document is viewed. Click.	
5. Select ***Edit*** to open the Edit Type dialog box.	
6. Select the **Application** button located under the **Handled By** box.	
7. Click the **Browse** button. Locate a word processor on your hard drive.	
8. Click ***Open***.	The word processor will now be used to open all text documents.

Plug-In Files

Plug-ins are small programs that are installed within Netscape to open and display files on the Web that are not supported by the browser. Essentially, plug-ins extend Netscape Navigator's capabilities for opening and displaying different types of file formats (formats other than html, gif, jpg, etc.).

Plug-ins differ from External viewers since they do not require you to leave the Navigator interface. The plug-in program operates within Navigator and the Web browser remains intact while the plug-in is operating. Plug-ins can either be purchased, downloaded through the Web from shareware sites, while others are preinstalled within Communicator.

Preinstalled Plug-ins

The following plug-in files come preinstalled with Netscape Communicator 4.5.

- **Cosmo Player:** Supports VRML worlds through the Web.
- **LiveAudio**: Supports the most widely used audio file formats and may be the only audio player you will ever need. Basic, AIFF, WAV, MIDI, and Netscape audio.
- **LiveVideo**: Supports Video for Windows (AVI) and Apple QuickTime. Whenever Navigator encounters an AVI or QuickTime file, the appropriate video plug-in will launch.
- **Netscape vCalendar**: Operates the Netscape Calendar program.
- **QuickTime Player**: QuickTme video.
- **Shockwave Flash**: Flash Animations.

Which Plug-ins have been Installed Within Your copy of Netscape Navigator?

The following hands-on activity demonstrates how to list the preinstalled plug-ins that come with Netscape along with others that you may have later installed yourself.

Hands-On Hands-On Activity	Description
1. From the **Menu bar**, click ***Help***.	Displays the Navigator Help menu.
2. Select ***About Plug-ins.***	Lists all of the preinstalled plug-ins and others which you may have installed The list also includes other available plug-ins along with the file types they support.

Playing LiveAudio

The LiveAudio plug-in supports a wide variety of audio file formats. These formats include: Basic, AIFF, WAV, MIDI, and Netscape audio.

Hands-On Hands-On Activity	Description
1. From the **Location Toolbar**, type ***www.prs.net/midi.html***.	Displays the Classical MIDI Archives Web site.
2. Click the ***Play a Random File*** button.	The LiveAudio plug-in will be enabled in a separate window.
3. From the **Audio** window, Click the ***Pause*** button (right button).	To pause the music.
4. Click the ***Play*** button (middle button-right arrow).	To play the music.
5. Click and ***drag the horizontal bar*** to adjust the volume.	To increase or decrease the volume.
6. Click the ***Stop*** button (left button) Click the ***Play*** button.	To stop and play the music from the beginning.

Playing LiveVideo and QuickTime

LiveVideo and QuickTime plug-ins support two widely used video formats: Video for Windows (AVI) and Apple QuickTime. The QuickTime Sample Web site demonstrates a variety of QuickTime files such as: audio, animation, and movies.

NOTE: In order to launch the files located in the following exercise, the QuickTime plug-in needs to be installed. If the exercise does not work since you do not have the required plug-in, go on to the next activity. Installing 3rd Party plug-ins will be discussed later in the lesson. After you have learned how to install plug-ins, you may install QuickTme and proceed with this activity.

QuickTime

Hands-On Activity	Description
1. From the **Location Toolbar**, type: ***www.MediaCity.com/~erweb***	Displays the QuickTime Plug-in sample Web site.
2. Click on the **Samples** icon in the left frame.	
3. From the ***bottom right frame***, click on a sample movie film icon.	To play a movie.

4. From the ***bottom right frame***, click on a VR file.	To open a QuickTime VR animation.
5. Position mouse in photograph. Click and drag mouse.	To view all angles of the picture.

Challenge: From the upper left frame, select other sites of interest. Experiment with other sites offering QuickTime technology.

LiveVideo

Hands-On Activity	**Description**
1. From the Location Toolbar, type ***www.ksc.nasa.gov***	Go to the Kennedy Space Center page.
2. Under the ***Welcome to KSC column*** (on left), click on KSC Live Video Feeds Link.	Loads pictures which are updated every 30 seconds.
3. Go back to **www.ksc.nasa.gov**. Select the ***Live WebCams from KSC*** link located in the middle box at the top of the page.	Loads RealPlayer to play live video feeds from the Space Center.

Challenge: Take a few moments to investigate other links at this site.

Playing Real Audio

The next lesson requires the RealAudio plug-in to play streaming audio. Streaming audio is an improved method for transmitting sound over the Web. While most audio files are downloaded completely and then played, streaming audion is delivered to your computer and plays as a continuous data stream. No longer does one have to download huge sound files to a local hard drive and wait for the sound to happen. One can actually listen to stored files or live broadcasts!

Hands-On Activity	**Description**
1. From the **Location Toolbar**, type ***www.broadcast.com***	Go to the Broadcast page.
2. From the left column, select the ***Live Radio*** link. Select ***By Format***	To list musical styles.
3. In the right window, select the music style of your choice.	
4. Select the radio station of your choice. Click the listen button.	Launches RealPlayer.

Virtual Reality

Virtual Reality is presented on the Web through the Cosmo plug-in enabling us to view and interact with three-dimensional space. This representation of space is created through a programming language called Virtual Reality Mark-up Language or VRML. The following activity provides a sample of what can be accomplished through VRML.

Hands-On Activity	Description
1. From the **Location toolbar**, type ***www.cosmosoftware.com/galleries***	Navigate to the Cosmo software's sample galleries page.
2. From the left column, select ***Engineering***	
3. From the right column, select ***MODern Home Walk through***.	To take a virtual tour of a home.
4. Click the ***Walk button***. Keeping the left mouse button pressed, drag the mouse up and down, or left and right.	To move about the space.

Challenge: Using the instructions provided below, navigate your way through the space. Investigate other samples located at the Cosmo Galleries site. Think about how VRML would enhance course instruction.

Cosmo Player Dashboard Controls

The dashboard control contains text items located at the bottom of the screen. The controls are white when they are active and blue when they are turned off. Some of the items are appropriate only for the particular world you are visiting. If the items have black stripes through them, they will be disabled.

- **Gravity**: To move on the ground, turn on gravity. Turn off gravity to fly in the air.
- **Walk**: To move through the world.
- **Slide**: To go straight up and down. To go left and right.
- **Look**: Look around the world as through you were turning your head.
- **Examine**: Rotate an object in the center of the screen. Please note that Examine is best used in worlds that have only a few objects floating in the middle of space. Do not use Examine in worlds that have floor and ceiling or ground and sky.
- **Point**: Go directly to an object by clicking the object. Please note that when this option is activated, none of the touchable objects in the world are active.
- **View**: Returns to the current viewpoint.. Left arrow moves to the previous viewpoint. Right arrow, to the next viewpoint.
- **Straighten**: Returns you to an upright position.
- **?**: Help page.

The cursor turns into a pointing hand when it is over an object that will activate when you click or drag on it. Click objects that are UNDER the cursor when a hand appears. If you receive no results, assume that the object is activated by dragging it with the mouse. When the cursor is over the world and looks like an arrow, you can move through the world by clicking and dragging in the world.

Installing Plug-ins for Additional Multimedia Capabilities

Beside the plug-ins that come preinstalled in Communicator, there are over 200 plug-ins available. Some of these plug-ins enable one to enhance Internet security, gather and deliver up-to-date news and information to your computer, and view word-processing and spreadsheet documents with the browser window.

How do you know you need a plug-in?

When you open a Web page that uses a plug-in that you have not already installed, a puzzle piece icon will display where the plug-in file would normally appear.

How to get the plug in?

Click the puzzle icon to open the Plug-in Not Loaded dialog box. Click the Get the Plug-in button to instantly connect to a Web site where you can download the plug-in.

Plug-in Concepts

It is generally a good idea to download plug-ins to your system as you need them. Plug-ins are provided by third-party software developers. The Installation process will vary. Always read the instructions. Be aware that not all plug-ins may be compatible with the Operating system installed on your machine. Some plug-in download sites automatically chooses the correct plug-in for your Web browser and operating system. Other sites require you to select the correct version for your system.

The following lesson describes a method to find, download, and install a plug-in to your computer.

Installing 3rd Party Plug-ins

Adobe Acrobat Reader is a useful plug-in for viewing published or pre-formatted documents on the Web. Documents created through a word-processing, spreadsheet, or desktop publishing program may be saved or converted to Portable Document Format, also known as PDF. The Adobe Acrobat Reader plug-in enables PDF files to be viewed on the Web. An example of a PDF file that one may want to view and download from the Web for use would be a tax form. PDF allows people to easily access documents online.

Helpful Hint: Communicator does not recognize a plug-in after it has been installed until you quit the program and restart.

Hands-On Activity	Description
1. From the Location toolbar, type ***www.adobe.com***	Connect to the Adobe Web site
2. From the **left column**, click on the ***free plug-ins and updates*** link.	Displays the Adobe Downloadable Files page.
3. From the Acrobat Reader Row (6th), click on ***Windows***.	
4. Click on ***Adobe Acrobat Reader for Windows.***	
5. From the left column, select system requirements. Read the online. instructions. Go back to the previous page.	To ensure that your computer meets the specifications to install and run the software.
6. Select the correct system platform from the online form and complete other information if required. Click the ***download button***.	To connect your computer to an ftp site to commence the download process.
7. Save the file to your computer desktop. In this instance, the file is titled ***ar40eng.exe***.	Adobe Acrobat Reader installer program will save to desktop of your Windows95 computer.
8. Switch to your computer desktop and locate the **ar40eng** icon. Place your mouse cursor on the icon and double-click. Follow the on line instructions.	To install Adobe Acrobat Reader.

Lesson Five: Acrobat Reader

Viewing Simple Documents through Adobe Acrobat Reader

After the plug-in has been installed, go to sites on the Web that have PDF files in order to test the plug-in.

Hands-On Activity	Description
1. From the **Location** toolbar, type ***www.www.1040.com***	Connect to the IRS Tax Information Web site.
2. Click on the ***1998 most commonly needed forms*** link.	
3. Click on ***1040.PDF*** link.	Downloads the Individual Income Tax Return form.

Viewing Large Documents

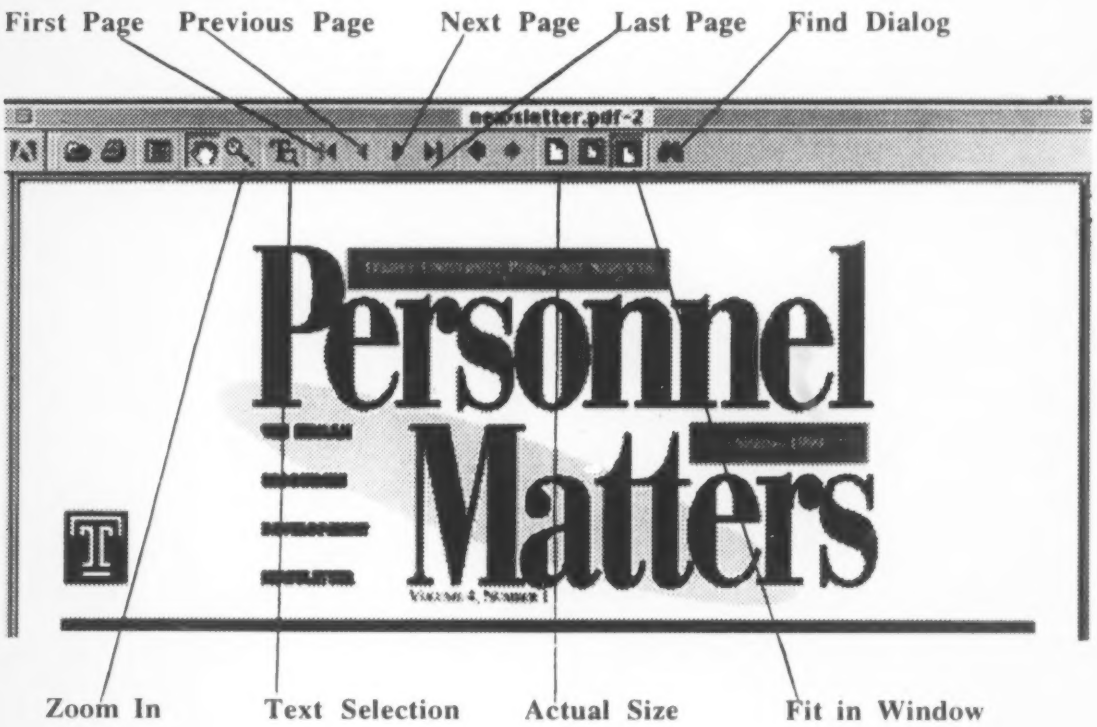
Adobe Acrobat Reader also supports large documents on the Web. The application contains handy graphical buttons on a menu to permit one to page through a document and adjust the scale for easy reading.

Hands-On Activity	Description
1. From the ***Location toolbar***, type ***www.temple.edu/personnel***	To navigate to Temple University's Personnel homepage.
2. Under the **Important Information** column, click on ***Personnel Matters Newsletter***.	This selection will launch the ***Adobe Acrobat reader plug-in*** to view the newsletter.

Challenge: Use the graphical toolbar to navigate the document. An illustration of the toolbar is located on the following page.

The Adobe Acrobat Toolbar

Abobe Acrobat Reader provides a menu bar and graphical toolbar to enable your to easily navigate through a document.



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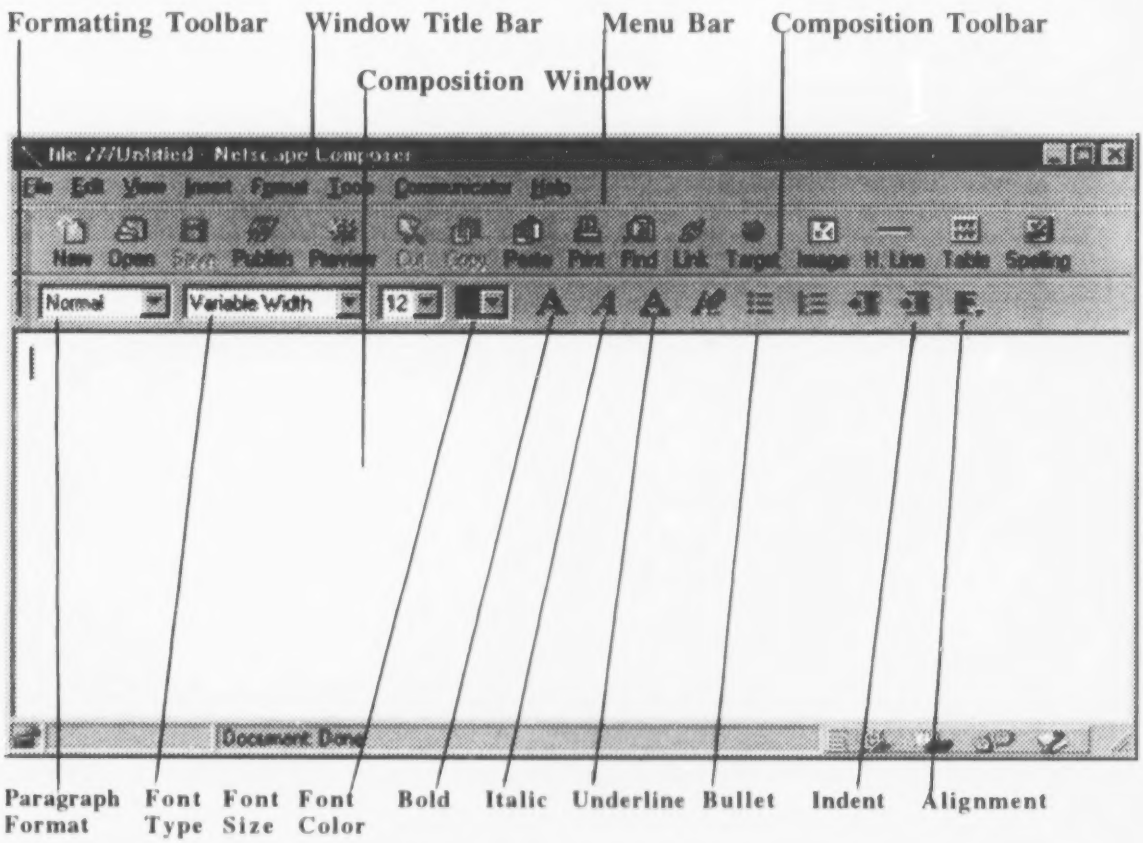
Lesson Six
Creating a Basic Home page through the Communicator Composer Component

Designing a home page is easy through the Composer component of Communicator. This editor does not require you to type in HTML code. Composer is simply a WYSIWYG editor (what you see is what you get) which means that your HTML file almost looks the same in a Web browser as it does in the Composer Window.

The Composer Window

The Composer Window opens with a new blank page after clicking the Composer icon in the component bar or selecting Composer through the Communicator menu located on the Menu bar. In order to begin an edit a Web page, you may type directly in the Composer input window.



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Window Title Bar

Displays the title of the Web page being designed

Menu Bar

Menus containing all of Composer's tools.

- **File Menu**. For manipulating files (open, save, publish, page setup, print, close, exit).
- **Edit Menu**. Basic file editing tools and preferences to change the appearance of Composer.
- **View Menu**. Options to change the manner in which Composer pages are viewed (Hide Toolbar, Show Paragraph Marks, Reload, Refresh, Stop Loading, Page source).
- **Insert Menu**: Inserts objects in Composer window (Link, Target, Image, Table, Horizontal Line, HTML Tag, New Line Break, Break Below Images).
- **Format.** Select and change paragraph and font style, page colors and properties.
- **Tools**. Spell check, and tools to directly edit html source code.
- **Communicator**. To select and open different Communicator components.
- **Help**. To access online help.

Composition Toolbar

Contains the most frequently used menu items

- **New**. Creates a new page in Composer.
- **Open**. Opens an existing HTML document.
- **Save**. Saves the opened document.
- **Publish**. Uploads the opened document to your Web server.
- **Preview**. To view the opened document in Navigator.
- **Cut**. To cut text or an object.
- **Copy**. To copy text or an object.
- **Paste**. To paste copied text or an object to a new location.
- **Print**. To print the opened pages.
- **Find**. To find words or phrases contained in the opened document.
- **Link**. To create a link to another HTML document.
- **Target**. To create a target to a specific point in the opened page.
- **Image**. To insert an image.
- **H. Line**. Inserts a horizontal line across the page.
- **Table**. Inserts a table.
- **Spelling**. Spell check the opened document

Formatting Toolbar. Icons that apply paragraph and font formatting styles and color.

- **Paragraph Format.** Drop down box to select paragraph format style.

  Normal. No formatting.
  Heading 1 thru Heading 6. Creates a heading style for text. Text will be bold and paragraph space will be inserted beneath text. Heading one is largest.
  Address. Specifies mailing address for the Web Master and appears in italics.
  Formatted. Uses the browser's default fixed width and font (usually courier).
  List Item. Creates a bulleted list.
  Description Title. Formats glossary of terms.
  Description Text. Formats definition of terms.

- **Font Type**. Changes the font typeface. Variable width will use the default font of the person viewing the page. Fixed Width usually displays the font as courier.
- **Font Size**. Changes the size of the font.
- **Font Color.** Changes the color of the font.
- **Bold**. Bolds selected text.
- **Italic**. Italicizes selected text.
- **Underline**. Underlines selected text.
- **Bullet.** Bullets selected text.
- **Numbered Bullet**. Applies numbered bullets to a selected text.
- **Decrease Indent**. Decreases indent.
- **Increase Indent**. Creates an indent or increases an existing indent.
- **Alignment.** Drop-down menu to left justify, center, or right justify text.

Creating a Basic Home Page

Formatting Text

Hands-On Activity	Description
1. From the **Menu bar**, select ***Communicator***. Select ***Composer.***	Opens Composer with a blank page.
2. On the first line, type ***your name*** Press ***Enter***	
3. Drag your mouse cursor over your name in order to highlight the text. From the **Formatting** toolbar, select the **Paragraph Styles** button. Select ***Heading 1*** from the drop-down menu.	Selects the line of text and increases text size to Heading 1 style.
4. With your name still selected, go to the **Alignment** button from the **Formatting** toolbar. Click the center icon from the drop-down menu.	Centers selected text.
5. Press ***return***. From the **Composer** toolbar, click **H Line** button.	Inserts a page break. Inserts a horizontal line.
6. Type ***your title***, e.g. Professor of Vocational Education.	
7. Drag your mouse cursor over your title. From the **Formatting** toolbar, select the **Paragraph Styles** button. Select ***Heading 2*** from the drop-down menu.	Increases text size to Heading 2 style.
8. Press ***Enter*** Type ***the name of your school*** . Press ***Enter***. Type ***your school's address***.	
9. Drag your mouse cursor over your school's name and address. From the **Formatting** toolbar, select the ***Bold*** icon.	Bold faces the selected text.
10 Press ***Enter*** From the **Composer** toolbar, click ***H Line*** button.	Inserts a horizontal line.

11. Go to the **Alignment** menu from the **Formatting** toolbar. Click the ***left justify*** icon from the drop-down menu.	Sets ups for left justification.
12. Type the following lines. Press ***Enter*** twice between each line: ***Teacher Profile*** ***Classroom Activities*** ***Resources for Parents*** ***Resources for Teachers*** ***Other Areas of Interest***	
13. Drag your mouse cursor ***over all five lines of text***. From the **Formatting** toolbar, select the ***Bullet List*** button.	Highlights and selects lines of text. Inserts bullets.
14. Press ***Enter.*** From the **Composer** toolbar, click ***H Line*** button.	Inserts a horizontal line.
15. Type ***Teacher Profile***. Drag your mouse cursor over the text and select Heading 3 from the **Formatting** toolbar. Press ***Enter***.	Highlights and selects text. Increases text size to Heading 3 style.
16. Type a ***brief description about yourself and your class***.	
17. Press ***Enter*** From the **Composer** toolbar, click ***H Line*** button.	Inserts a horizontal line.
18. Type ***Resources for Students, Parents, and Teachers***. Drag your mouse cursor ***over the text*** and select Heading 3 from the **Formatting** toolbar. Press ***Enter***.	Highlights and selects text. Increases text size to Heading 3 style.
19 Type ***Classroom Activities*** Drag your mouse cursor over the text and select Heading 3 from the **Formatting** toolbar. While your text is still highlighted, select the **Underline** button from the **Formatting** toolbar. Place the edit cursor on the next line (go to the next line with mouse and click).	Highlights and selects text. Increases text size to Heading 4 style. Underlines text. Prepare to type the next line of text.

20. Type the following lines and press ***Enter*** twice at the end of each line:

On line lesson plans
Student Projects
News for Students

21. Press **Enter**. Type ***Resources for Parents***. Drag your mouse over the text and select **Heading 4** from the **Formatting** toolbar. While your text is still highlighted, select the **Underline** icon from the **Formatting** toolbar. Place the edit cursor on the next line.

Highlights and selects text. Increases text size to Heading 4 style. Uncerliens text. Prepare to type the next line of text.

22. Type the following lines and press **Enter** twice between each line:

Parent's Communication Center
On line Resources for Parents

23. Press **Enter**. Type ***Resources for Teachers.*** Drag your mouse over the text and select **Heading 4** from the **Formatting** toolbar. While your text is still highlighted, select the **Underline** icon from the **Formatting** toolbar. Place the edit cursor on the next line.

Highlights and selects text. Increases text size to Heading 4 style. Underlines text. Prepare to type the next line of text.

24. Type the following lines and press enter twice between each line:

Teacher and Staff Web and E-mail directory
Teacher Resource Library
Teacher Internet Projects
Chat Rooms for Teachers

25. Press **Enter**. Type ***Other Resources of Interest.*** Drag your mouse over the text and **Heading 4** from the **Formatting** toolbar. While your your text is still highlighted, select the **Underline** icon from the **Formatting** toolbar. Place the edit cursor on the next line.

Highlights and selects text. Increases text size to Heading 4 style. Underlines text. Prepare to type the next line of text.

26. Type the following lines and press enter twice between each line:

Education Journals On line
Eric Database
Our School's Home Page

27. Press ***Enter***. From the **Composer** toolbar, click **H Line** button. — Inserts a horizontal line.

28. Press **Enter.** Type the following text:

If you have any questions or comments about this page, please e-mail me at enter_your_e-mail_address

29. Press enter twice. Type the following the text:

This page has been modified on enter_today's_date.

30. Select the **Save** icon from the Composition toolbar. Save the file to either your hard drive or floppy diskette. Name the file ***index.html*** — Saves your work.

Note: The first time you save your page, Composer will prompt you to designate a name and location for the file. If you are creating a home page (the first page people will view when they visit your site), name the page index.html. This name will ensure that your file will be the default page for your directory on the Web server.

Adding Background Color

Hands-on Hands-On Activity:	Description:
1. Select ***Page Colors and Properties*** from the **Format** menu.	Opens the Page Properties Dialog Box.
2. Click the Colors and Backgrounds tab.	Opens a selection of color choices for backgrounds and text.
3. From the left column, click the Background button.	Opens a selection of background colors from which to choose.
4. Select a color. Click OK.	Changes to background color of your document.

Adding Graphics to your Web Page

Hands-on Hands-On Activity:	Description:
1. Place the edit cursor in front of the paragraph about yourself.	
2. From the **Composition toolbar**, Click the ***Image toolbar*** button.	Opens the Image dialogue box.
3. Click ***Choose file***. Locate a graphic file from your hard drive or floppy diskette. If available, select ***apple.gif***. from the floppy diskette distributed	Selects the apple gif file.
4. Under **Text Alignment and Wrapping around Images**, select the **right-text-wrap button** (sixth button). Click **OK**	Inserts the apple graphic and wraps paragraph text around the right side of picture.

Adding Graphic Bullets

A Graphic element may be used as a bullet to add visual interest.

Hands-on Hands-On Activity:	Description:
1. Place the edit cursor in front of the line: **Online Lesson Plans** (*located under the Classroom Activities sub-heading*).	Prepares to insert graphic.
2. From the **Composition** toolbar, Click the ***Image toolbar*** button	Opens image options.
3. Click ***Choose file***. Locate a graphic file from your hard drive or floppy diskette. If available, select ***marble.gif*** from the floppy diskette distributed.	Select a graphic file.
4. Under ***Text Alignment and Wrapping around Images***, select the right-text-wrap button (*sixth button*). Click ***OK***	

Challenge: Place the marble in front of the remainder of the proposed links under each subheading. Check the Helpful Hint below for another method to insert graphics.

Helpful Hint: An easier way to place inline images in an HTML file is to drag and drop it from the desktop. If the graphic is open within Netscape Navigator, you may drag and drop the graphic from Navigator to the Composer window. Go to Netscape Navigator. Select File, Open. Select Open File in Navigator Window. Select the graphic which may be located on your hard drive or floppy diskette, such as marble.gif. Drag the graphic to the Composer Window and drop it in the appropriate location.

Note: The Windows version of Composer automatically converts bitmap graphics to JPEG format when you insert the images in an HTML file. The Macintosh version automatically converts PICT images to JPEG format as long as QuickTime is installed.

Adding Hyperlinks to your Page

In Part I of ***Netscape Communicator, the Basics***, we learned that a link (hyperlink) is simply an address (or URL) that pinpoints the location of a document on the Internet. Typing in the document **URL** takes you directly to the Web page of your choice.

In addition to typing a URL to get to another location on the Internet, a URL can be encoded on a page to link to text or graphics located on another part of the same page or to a totally different site. These links are identified as blue highlighted text within a document loaded into the browser window. A graphic can be identified as a link to another location if your mouse cursor turns into a hand when placed on top of a picture. The following lessons will demonstrate methods to create links on your own home page.

Creating Targets on Your Home Page

You may want to link to different areas of the same page, for example, to create a table of contents that links to different sections of a long page. When the link is clicked, the browser scrolls and displays the appropriate area of the page (the target).

Hands-on Hands-On Activity:	Description:
1. Place your mouse cursor in front of the **Teacher Profile** subheading located above the descriptive paragraph.	Commence to set Teacher Profile area as the target or destination link.
2. Click the **Target** button in the **Composition Toolbar.**	Loads the Target Properties dialog box.
3. Type a unique name which best describes the target in the **Target Properties dialog box**. Type ***teacher***. Click ***OK***	Sets the Teacher Profile section as the target.

Note: Although the target icon appears in the Composition Window, it will not display in the finished Web page.

4. Go to the list of bulleted items located at the top of the document (the section under your address). Drag your mouse cursor over the line **which** reads **Teacher Profile** in order to highlight the line.	Commence to set the Teacher Profile as the source link.
5. Click the **Link** button in the **Composition** toolbar.	Loads the Link Format Window.
6.. The target name appears in the **Named Target window**. Select the target name ***teacher.*** Click ***OK***.	
7. Repeat the above procedure for the remaining items in the list. Designate appropriate target names that are unique to the others.	
8. Save your work.	

Helpful Hint: Try to save your work as often as possible. Changes applied to your document will not display through a browser if the file has not been saved.

Adding Hyperlinks to your page.

Hyperlinks may be added to your page to connect to other pages on the Internet or to invoke an e-mail window so that others may send you mail.

Hands-on Hands-On Activity:	**Description:**
1. Go to the bottom of the **Composer** Window. Drag your mouse cursor over your e-mail address.	Highlights your e-mail address.
2. Click the **Link** button from the **Composition** toolbar.	Loads the Link format window
3. In the **Link To** field, type ***mailto: followed by your e-mail address***. Click ***OK***.	Sets your e-mail address to launch the Messenger Component of Navigator to send messages to the specified address.
4. Save your work.	

Viewing your document in the Netscape Navigator Browser

While composing the document, it is always a good idea to view the page from time to time through a browser such as Netscape Navigator. Viewing the document through a browser window will give you a good idea of how the page will appear on the Web.

Hands-on Hands-On Activity:	**Description:**
1. From the **Netscape Menu bar**, Select ***File***, ***Open***. Select **Open File in Navigator** from the Location dialog box.	Presents a list of files.
2. Select your ***index.html*** file	Opens your index.html file in the Navigator Browser.

Adding Hyperlinks to Link to Remote Sites

Hyperlinks can be encoded in your home page to connect to other Internet sites.

Hands-on Hands-On Activity:	**Description:**
1. Drag the mouse cursor over the line of text which reads **Eric Database** (located under Other Resources of Interest section).	Highlights and selects the line of text.
2. From the **Composition** toolbar, select the Link button. In the **Link To:** field, type: ***http://ericir.syr.edu/About***	Converts the text Eric Database into a hot link which will load the Eric Database site after it is clicked.

Adding Hyperlinks to Link other Sites to your Home Page

Links can be created on your home page to load other pages located at your home site. Before the link is created, we need to create another page to be located at your site.

Hands-on Hands-On Activity:

1. From the Navigator Menu bar, select File, Open. Select File, New. Select Blank Page from the pull-out menu.

2. Select the Save icon. Save the document under the same directory as your other HTML documents. Save the file as ***tchr_res.html***

3. On the first line, type ***Resources for Teachers.***

4. Place the mouse cursor in front of the line **Resources for Teachers**. From the **Formatting** toolbar, select ***Heading 1*** from the **Paragraph Style** button.

5. From the **Alignment** button, select the *Center* icon.

7. Press ***return***. Select the ***left justify*** button from the **Alignment** button. Type ***Resources of Interest for Teachers***.

8. Place the mouse cursor in front of the line **Sites of Interest to Teachers**.

9. From the **Formatting** toolbar, select **Heading 2** from the **Paragraph** Style button.

10. Press ***Enter***. Type the following list:

    Materials for Educators
    Classroom Management
    American Council on Education

11. ***Drag your mouse cursor over all three lines of text*** to highlight. Select the ***Bullet*** button from the ***Formatting*** toolbar.

12 ***Drag your mouse cursor over the line of text which reads Materials for Educators***. Select the ***Link*** button from the **Composition** toolbar.

13. In the **Link To** field type, ***http://www.classroomconnect.com***. Select ***Ok.***.

14. Save your work.

Challenge: Create links for the remaining sites. The classroom management site is located at www.teachnet.com. The American Council of Education is located at http://www.acenet.edu. Remember to save your work.

Link other Pages to Your Home Page.

You can link your Web page to other local files. The next example illustrates a method to link your home page to a local file such as the newly created ***tchr_res.html*** page.

Hands-on Hands-On Activity:	Description:
1. If it is not already open, load your ***index.html*** file in Composer.	Load index.html file.
2. Drag your mouse cursor over the line of text reading ***Teacher ResourceLibrary*** (located under Teachers Heading)	Highlights the text.
3. From the Composition Toolbar, select the Link button. In the Link To field, type ***tchr_res.html.*** Click **Ok.**	Links the Teacher Resource Library title to the tchr_res.html page.
4. Open your index.html file through the Netscape Navigator browser. Click on the Teacher Resource Library link.	The Teacher Resource Library link loads tchr_res.html page.

ABSTRACTS

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As you work with the Internet to explore areas of professional skill and knowledge in you occupational speciality, you will find vast amounts of information. Some of this information will be very useful to you and some will be of little or no use. Unfortunately, you may sometimes find that a vast amount of the returns of your search efforts may yield information that is not useful to your needs at all. This can be very frustrating.

In contrast, It is certainly rewarding when you do indeed have search results that are on target and meet your needs, i.e.,contribute to your technical skill and knowledge, be used to enhance your teaching, and ultimately benefit your students. This is valuable and it is important to share this information with others in the form of an abstract.

The development of an abstract is a convenient way to capture the success of your efforts in order to:

1. provide a vehicle to share this information with other teachers with similar needs and interests,

2. list the key points of what you have found on the Internet and describe their importance,

3. describe how you were able to incorporate this information in the instructional process to benefit your students, and

4. provide an opportunity to establish networks among individuals for future collaboration.

The next 2 pages provide guidelines for completing an abstract as well as a form that provides a structure for the development of an abstract. Please consider sharing the success you have had in your vocational classroom/laboratory as a result of searching the Internet by completing an abstract. All abstracts submitted will be placed on the Internet in order to share this valuable information with others. After editorial review, abstracts may be edited in order to maintain constancy in format, style and grammar.

Guidelines for Completing Technical Skill/Knowledge Updating Abstracts

The Internet provides an exciting and powerful source of information that could be used to assist in meeting your technical skill and knowledge updating needs as a vocational teacher. Information may be found in any of the following categories:

General information

Product information

Manufacturers of equipment

Manufacturers specifications

Training resources

Training sites

On-line training

Trade and professional organizations

Organizations and/or individuals using new technology

Other vocational teachers

Specialized list serves or web sites

Standards

Other

Once identified through a search on the Internet, any of these leads can be pursued, (on the Internet, or by direct personal contact), in order to further your professional development.

Use the attached Abstract of Technical Skill/Knowledge Update form as a guide as well as a means of recording your efforts as you go through the process of searching the Internet and following-up on information identified for your professional development. Attach supplemental information such as lesson plans, information sheets or job sheets and such as needed. Completed abstract forms will be compiled in a resource booklet and, at a later time, serve as a data set for a possible web page on vocational teacher skill/knowledge updating.

Send completed abstracts with any attachments to Dr. Chester P. Wichowski, The Center for Vocational Education, Temple University RH-356, 1301 Cecil B. Moore Ave.,Philadelphia, PA 19122 **or** chet@vm.temple.edu

- ABSTRACT OF TECHNICAL SKILL/KNOWLEDGE UPDATE -

Occupational Area: **Topical Area:**

Objective:

A: URL and description of information found useful to your needs on the Internet:

B: Action plan for professional development:

C: Description of curricular or instructional application:

D: Educational impact on students:

Submitted by: **Date:**

School: **Phone / e-mail:**

Send completed abstracts with any attachments to Dr. Chester P. Wichowski,
The Center for Vocational Education, Temple University RH-356,
1301 Cecil B. Moore Ave. Philadelphia, PA 19122 **or** chet@vm.temple.edu